

Washington State EMERGENCY OPERATIONS PROCEDURE

PART A

Basic Plan

I. INTRODUCTION

A. References

1. RCW 38.52 Emergency Management
2. RCW 38.54 State Fire Mobilization
3. WAC 118.30 Washington Administrative Code (WAC), Emergency Management
4. Washington State Comprehensive Emergency Management Plan
5. Washington State Duty Officer Standard Operating Procedures

B. Purpose

The purpose of this document is to provide guidance and procedures for the activation and operation of the Washington State Emergency Operations Center (EOC). This procedure is a supporting document to the Washington State Comprehensive Emergency Management Plan (CEMP) and is incorporated as Appendix 1 (Direction and Control) of that plan.

C. Scope

This procedure focuses on the response phase of emergency management and the transition to recovery. It is applicable to state operations for hazards and contingencies outlined in the Washington State Comprehensive Emergency Management Plan (CEMP). The procedure addresses operations at the state's Emergency Operations Center (EOC) located at Camp Murray, Tacoma, Washington. Operations at an alternate location in the event that the Camp Murray facility is unusable or inaccessible will be addressed in support of the Survivable Crisis Management Plan.

D. Definition of Emergency/Disaster

EMERGENCY – An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

DISASTER – An event expected or unexpected, in which a community's available, pertinent resources are expended. It may also be the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Examples of emergencies/disasters:

- ◆ When state efforts are needed to help local governments fight floods.
- ◆ When the Department of Ecology responds to an oil spill of large proportions or a threatened spill, as in the case of a grounded tanker.
- ◆ When the Department of Natural Resources is fighting fires which threaten homes or communities.
- ◆ When an earthquake occurs in the state.
- ◆ When a pending storm is, or has the potential to be, of such severity as to endanger lives.
- ◆ When an earthquake in the Pacific Ocean causes a Tsunami Warning to be issued for the coast of Washington.
- ◆ When the Washington State Patrol, Department of Transportation or other government agency responds to a large transportation emergency, such as a major freeway accident, air crash, ferry accident or bridge collapses.

Local emergencies (structural fires, etc.) are not considered in this definition; unless the local government requires state assistance.

II. GENERAL CONCEPT OF OPERATIONS

The state EOC will support state agency operations and local jurisdictions in response to an emergency or disaster. Representatives when requested from state agencies, will be in the EOC to coordinate their agency's response with overall state operations. The EOC operation is based on use of the Incident Command System (ICS) and is designed to function at a level consistent with the size and complexity of an event.

III. PHASED RESPONSE PLAN: SUMMARY

The phased response plan is designed to staff a response operation as dictated by the size and complexity of the event.

The nature and extent of the response to any given incident by the Division will vary with the size and complexity of the incident. The functions carried out in any response phase are basically the same and will follow the Incident Command System concept along with possible designation of Emergency Support Functions (ESF) in order to easily align with the Federal Response Plan and the CEMP as revised in 1997. The level of activity, the number, and skills of staff required to carry out those activities will vary. The Emergency Management's Duty Officer receives the initial notification of an incident a position staffed on a 24/hour a day basis.

A. Phase I - Routine Operations

Incidents are handled only by the duty officer in the duty room in cooperation with other local, state and federal agencies. Other staff may be involved as advisors if needed for specific expertise. The Duty Officer responds to incidents following established Standard Operating Procedures (SOPs) as outlined in the Washington State Division of Emergency Management Duty Officer Standard Operating Procedures. See Attachment 1 to this procedure, Duty Officer SOP, TABLE OF CONTENTS.

B. Phase II - Enhanced Operations (Alert Stage)

An incident is or could potentially grow beyond the capability of the Duty Officer to handle. In this instance the Duty Officer, along with select staff, are tasked to support the incident from the state EOC.

Any one or a combination of the following individuals will make the decision on whether an incident meets the criteria for Phase II:

- Duty Officer
- Emergency Operations Manager
- Operations Unit Manager
- Chief of Staff
- Director or Acting Director

During this phase, the Duty Officer will continue to monitor and process other requests for assistance, separate from the incident that has caused activation of the EOC.

As a general rule, transition from Phase I to Phase II will automatically occur when:

- A local jurisdiction has activated its EOC
- The Division has deployed staff to the field
- Intelligence data indicates the potential for an emergency that is or may grow beyond the capability of affected local jurisdictions

At this phase, one or more persons may be initially tasked to the following functions:

- EOC Supervisor
- Operations
- Information, Analysis, Planning
- Logistics
- Administrative
- Public Information
- Telecommunications
- Selected other agencies, as needed

Staffing of these functions will continue until the EOC Supervisor determines that the staffing level should be increased or decreased depending on the status of the event and response efforts.

Staff assigned to these positions will carry out the responsibilities outlined in position checklists for all positions within that respective functional area. For example, the individual assigned to the Operations function will carry out the tasks outlined in the Operations Section Supervisor position checklists as well as the Operations Coordinator position checklists (See Checklists).

Actions to be taken at this time may include:

- ◆ Response agencies (WMD, EMD, WNG, WSP, DOE, etc.) actively assess the situation, gather intelligence from the field, and prepare to respond of the state and the affected local jurisdiction.
- ◆ The state EOC and other agency command posts (CP) are staffed in preparation for full activation. Key state agencies may be requested to send representatives to state EOC.
- ◆ Forward liaisons are dispatched to local EOCs, field CPs, emergency-operating facilities (EOFs) or EOCs as they are activated and requested by the local jurisdiction.

- ◆ Notification of the event and the alert actions are made to the following:
 - The Adjutant General
 - Governor's Staff Director and Press Secretary
 - All potentially affected or responding state agencies
 - Local governments
 - Neighboring states and provinces
 - Required federal agencies
- ◆ The Governor's Press Secretary disseminates public information regarding the state's alert actions. Information is provided to the Press Secretary by the public affairs staff of the division, Military Department and or other state agencies.
- ◆ The Governor, members of the Crisis Management Team, and/or state response personnel may assess the potential emergency. Actions may include fly-over, ground visits to affected areas, consultations via phone with elected officials (i.e. neighboring governors, county commissioners), or other public appearances, etc.

If additional staff support is required, the EOC Supervisor will have the authority to escalate to Phase III EOC activation or any intermediate level of staffing that the situation may dictate.

C. Phase III - Full Operation

An incident's size and complexity requires representation in the EOC by all appropriate state and outside agencies and organizations to support expanded operations. The number of staff and the agencies represented will vary by incident. In this phase, the level of activity dictates that normal Emergency Management Division staff functions cease and all personnel respond in support of the incident, performing functions in accordance with position checklists and previous EOC training. As the event becomes more defined, some staff may be released after shift staffing schedules are established.

Possible actions to be taken at this time include:

- ◆ The state EOC and other command posts are fully activated, with representation from appropriate state agencies, along with necessary federal agencies, local government and volunteer organizations. Requests from local governments for state assistance are prioritized and fulfilled commensurate with available resources.
- ◆ If requested liaisons to local EOCs, are dispatched to the field as the local EOCs or command posts are activated.

- ◆ The Crisis Management Team continues to assess the emergency, oversee state emergency actions, and advise the Governor's Staff Director. In most cases, the Disaster Manager position in the EOC will orchestrate the actions of the Crisis Management Team and the Governor's Office during an emergency.
- ◆ If a formal proclamation of Emergency is recommended, it will be advised, by the Governor's Chief of Staff, whether a formal state of emergency is recommended.
- ◆ The Governor's formal actions can include (proclamation of emergency, activation of the National Guard, etc.) (See Paragraph VI, VIII, and Attachment 15). Requests for presidential proclamation, etc.
- ◆ The Governor, Crisis Management Team, and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include fly-over, ground visits, briefings by state agencies, etc.
- ◆ Continued notifications to local governments, neighboring states, federal agencies and provinces are made, informing them of state emergency actions and coordinating responses.
- ◆ The Governor's Communication Director activates public information team to handle all public information activities (from the state EOC and other locations as desired).
- ◆ The Governor's Office and Crisis Management Team provides stakeholder management and maintains contact with neighboring states, the White House, the Congressional Delegation and Legislators.

Duty calls not related to the incident will generally be handled by a Duty Officer and separated from activation-related calls; which will be handled by EOC staff. The Duty Officer will continue to provide warning functions as required by any incident.

D. Phase IV – Catastrophic Operations

A major catastrophic event has occurred that exceeds the capability of state and local government to provide timely and effective response to meet the needs of the situation. For example, the occurrence of a large or catastrophic earthquake in a high-risk, high-population area. An event of this magnitude would cause numerous casualties, property loss, and disruption of normal life support systems and significantly impact the regional economic, physical, and social infrastructures. As a general rule, transition to this phase occurs when the EOC is conducting response operations.

Actions to be taken at this time may include:

- ◆ The state EOC and other incident command posts are fully activated with representation from appropriate state agencies, along with necessary federal agencies, local government and volunteer organizations. Requests from Local governments for state and federal assistance are prioritized and fulfilled commensurate with available Resources and proclamations.
- ◆ One or more selected state level Emergency Support Functions (ESFs) has been activated to respond to the situation.
- ◆ FEMA Region X is notified and a Regional Operations Center (ROC) activated to establish links with the state EOC until the Federal Emergency Response Team (ERT) is established in the field.
- ◆ A Governor's Proclamation of Disaster is in effect and pending approval of a Presidential Declaration of Disaster to allow use of federal assets.
- ◆ The Crisis Management Team continues to assess the emergency, oversee state emergency actions, and advise the Governor's Staff Director.
- ◆ The Governor, Crisis Management Team, and/or emergency response personnel continue to oversee and assess the emergency response. Actions may include fly-over, ground visits, briefings by state agencies, etc.
- ◆ Continued notifications to local governments, neighboring states federal agencies and provinces are made, informing them of state emergency actions and coordinating responses.
- ◆ The Governor's Communications Director activates a public information team and continues to handle all public information activities (from the state EOC and other locations as desired).
- ◆ The Governor's Office and Crisis Management Team maintains contact with neighboring states, the White House, the Congressional Delegation and Legislators.
- ◆ The Emergency Management Duty Officer will continue to handle calls not related to the incident. The Duty Officer will continue to provide warning functions as required by any incident.

IV. MANAGEMENT NOTIFICATIONS FOR EMERGENCIES

NOTIFICATION OF EMERGENCY OPERATIONS MANAGER, OPERATIONS UNIT MANAGER, DIRECTOR/ACTING DIRECTOR, CHIEF OF STAFF, THE ADJUTANT GENERAL AND THE GOVERNOR'S OFFICE

A. Notification Of The Emergency Operations Manager Or The Operations Unit Manager

1. The Duty Officer will notify the Emergency Operations Manager or Operations Unit Manager when:
 - a) "Warnings" are received (e.g. a "Warning Message" other than weather).
 - b) On all weather related "Watches" and "Warnings."
 - c) The incident is "unusual" and does not happen frequently (e.g., train derailment, and missiles in a dumpsite).
 - d) Petroleum spills over 100 gallons and any other reported hazardous spill that the Director should know about.
 - e) Significant incidents on state and Interstate Highways.
 - f) Incidents where sabotage or terrorism is suspected.
 - g) Anything of a sensitive nature that would be of interest to the news media (e.g. SAR missions involving VIPs).
 - h) Updates of significance on the status of an incident already in progress.
 - i) Incidents where there is no guidance.

B. Notification Of The Director Or Chief Of Staff

1. The Emergency Operations Manager or The Operations Unit Manager will notify the Director or Chief of Staff or acting Director when:
 - a) The severity of the situation warrants.
 - b) It is politically prudent.
 - c) The event meets the criteria for notification of the Governor's Office

THE DIRECTOR WILL THEN NOTIFY THE ADJUTANT GENERAL AND THE GOVERNOR'S OFFICE.

C. Agency Director

The Adjutant General will be notified regarding any situation that requires notification of the Governor's Office.

The primary point of contact with the Adjutant General is the Director. However, if the Emergency Management Duty Officer is unable to immediately contact the Emergency Operations Manager, the Operations Unit Manager, the Chief of Staff, the Director or Acting Director, he/she will immediately notify the Adjutant General and the Governor's Office about the situation following the criteria listed below. Following notification of the Governor's Office and the Adjutant General, time permitting, the Duty Officer should continue to attempt contact with the Emergency Operations Manager and others within his/her chain of supervision.

D. Governor's Office

Whenever notification of the Governor's office is required, both the Governor's Chief of Staff and Communications Director will be notified.

1. The Governor's Chief of Staff and the Governor's Communications Director may be notified regarding emergencies that meet one or more of the following criteria:
 - a) The event is potentially life threatening (excluding SAR missions).
 - b) Activation of the Washington National Guard is anticipated or requested.
 - c) The emergency affects multiple Jurisdictions and is anticipated to continue for more than a few hours.
 - d) Evacuation of citizens is occurring or anticipated.
 - e) An event has or is likely to require activation of the state's emergency response system or state EOC and local EOCs.
 - f) The event is likely to result in wide news coverage.

- g) Any severe weather warning that is likely to cause widespread damage and/or injury/death.
- h) Forest fires, which are near homes or communities.
- i) Significant hazardous materials spills.
- j) A detected earthquake above 4.0 magnitude.
- k) Any tsunami warning.
- l) Events occurring at a Fixed Hazard Facility.
(Umatilla Chemical Activity, CGS - Columbia Generation Station, DOE-Richland)
- m) Known or suspected terrorist use of weapons of mass destruction.

The Emergency Management Division Director or Acting Director will be the primary contact with the Governor's Office. However, if the Emergency Management Duty Officer is unable to immediately contact the Emergency Operations Manager, Operations Unit Manager Chief of Staff or Director, he/she will assume the responsibility for notifying the Adjutant General and the Governor's Office in that order.

Whenever a "gray area" for notification is encountered, the state Duty Officer will err on the side of making the notification.

2. When notification of the event is made to the Governor's Staff Director and Communications Director, the following will be discussed:
 - a) Nature of the event
 - b) Prognosis, if known
 - c) Actions being taken
 - d) Actions recommended (activating the Guard, going to "alert" mode, etc.)
 - e) Emergency proclamation
 - f) Recommended level of public information response
 - g) Anticipated/recommended schedule for briefing or update

V. EOC ACTIVATION PROCEDURES

A. Duty Officer

The Duty Officer will discuss possible EOC activation with the Emergency Operations Manager, Operations Unit Manager, Chief of Staff, and Director/Acting Director and determine the extent of staff and agency call out depending on the situation. In the event that the Duty Officer is unable to contact the Emergency Operations Manager or the Operations Unit Manager or the Chief of Staff or Director/Acting Director, the Duty Officer should take steps to activate the EOC based on his/her own independent judgment.

B. Activation Process

The activation process is initiated by an announcement to the Emergency Management Division staff in the Camp Murray facility during business hours, and by telephone during non-business hours. Assigned staff comprising the Initial Response Team (IRT) will report to the EOC for a briefing on the incident by the Duty Officer. Selection of person (s) to support the operation, and shift assignments will then be determined (See Attachment 5, EOC Staffing Pattern). The Unit Managers and PIO are alerted as part of the IRT and report to the designated Disaster Manager to initiate staffing of their assigned functional areas.

C. Staff and Agency Callout

The Duty Officer, Telecommunications personnel, or Emergency Operations Manager using the telephone and/or pagers, will notify selected agency staff (i.e.; Initial Response Team, Individuals etc.) and/or selected state agency' liaisons.

D. Initial Staffing

1. The Emergency Operations Manager, or assigned Disaster Manager, will designate an EOC Supervisor who, upon arrival, will:
 - a) After reviewing pertinent messages and information from the field, ensure all warning information has been disseminated.
 - b) Be prepared to make essential operational decisions, to include preliminary staff assignments and deployment of manpower and resources.
 - c) Be prepared to discuss and determine the need for public information support and/or activation of the Washington Emergency Information Center (WEIC) with the Director/Acting Director and/or Public Information Officer. (**NOTE:** Refer to the WEIC Manager

and Director's EOC Check Lists for procedures for obtaining assistance.)

- d) Assume control of incident operations and remain in control until properly relieved.
2. The first telecommunications staff person to arrive at the EOC will:
- a) Receive a briefing from the Duty Officer or EOC Supervisor and assist the Duty Officer as necessary.
 - b) Follow the instructions of the Telecommunications Supervisors Checklist as the situation dictates.
3. All subsequent staff reporting to the EOC as part of the IRT will follow the initial activation priorities:
- a) Report to the EOC Supervisor (or Duty Officer if no EOC Supervisor assigned) to receive functional assignment and to assist with warnings, notifications, or staff recalls.
 - b) Bring facility equipment into operation and begin posting pertinent information on video displays, Pana-boards, ect.
 - c) Activate switchboard or begin answering night service bell for EOC numbers.
 - d) Attend situation brief and begin functional activities until relieved by other staff in a full activation.

VI. PROCLAMATION OF EMERGENCY

A proclamation of emergency will be recommended when one or more of the following occur:

- ◆ The state will pursue federal assistance for either response aid or recovery aid.
- ◆ If the National Guard is required to assist local jurisdictions.
- ◆ When the event will potentially overwhelm the capabilities and resources of the affected local jurisdictions.
- ◆ When one or more local jurisdictions have proclaimed emergencies and the state is responding to assist them. (Sometimes local governments will proclaim an emergency, but do not need outside help).

The state EOC has been activated for more than 24 hours.

- ◆ The Governor, recognizing the seriousness of the situation, wishes to assure the public that the state is responding with all available resources to protect the public health and safety.

VII. ORGANIZATION AND RESPONSIBILITIES

A. Location

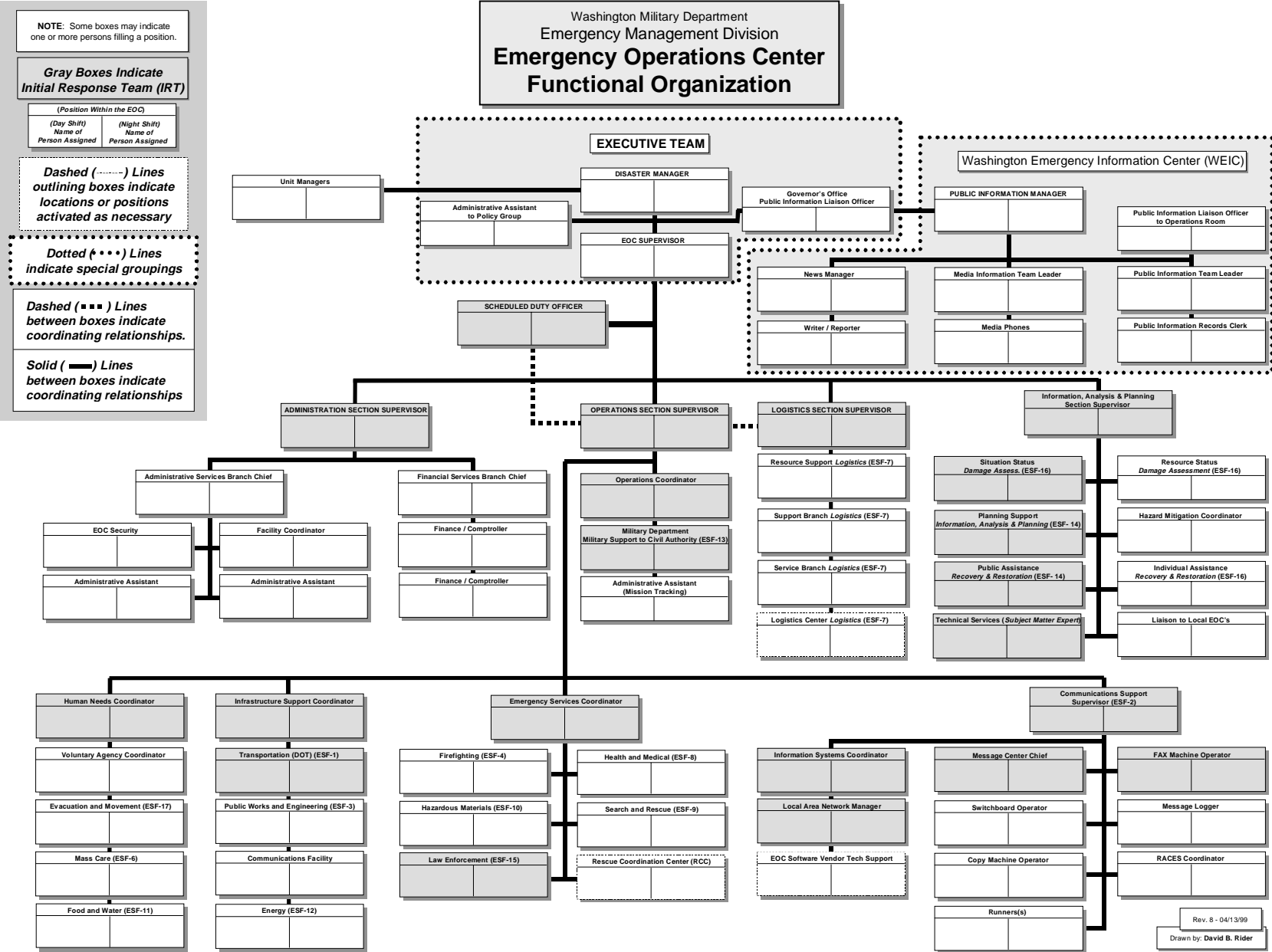
The major portion of the Washington State EOC along with general office space is located at Building 20, Camp Murray, Washington, (See Attachment 3 for facility floor plan).

B. Organization

The EOC is organized using the Incident Command System as a model. This model includes the following six functional areas:

- Executive Team
- Operations Section
- Logistics Section
- Administrative Section
- Information, Analysis and Plans Section
- Public Information Section

The EOC is organized in accordance with the basic concepts of the Incident Command System (ICS) and incorporates state-level Emergency Support Functions ESFs. Figure # 1 diagrams the organization and functions. In addition, staff may be assigned to local EOCs as Liaison Officers, field command posts, or local Emergency Operations Facilities (EOFs), as provided for within the state EOC Incident Command System



C. Responsibilities

1. Functional Staffing

- a) The Operations and PEET Unit will be used to the maximum extent possible to staff the Initial Response Team (IRT) for both exercises and actual events. This will allow other staff to concentrate on program and service delivery as appropriate until such time as their assistance is required in the EOC. Other unit staff may be required to fill open positions in the staffing pattern.
- b) Each Unit will be responsible to provide trained personnel for their EOC functional areas of responsibility (see below) as well as some back-up as necessary to other areas, if enhancement to the IRT is necessary or activation will be protracted:

<u>FUNCTIONAL AREA</u>	<u>RESPONSIBILITY</u>
Public Information	Public Information Section
Operations Section	Operations Unit
Telecommunications Section	Operations Unit
Logistics Section	Operations Unit
Information Analysis	
and Planning Section	PEET Unit
Administration Section	Programs and Recovery Unit
Recovery Functions	Programs and Recovery Unit
Additional support as required	Enhanced 911 Unit and Public Assistance Unit

The functional areas are designed to be flexible and all will have as their secondary function the responsibility to assist other functional areas as intensity levels change.

- c) E911 and Public Assistance Unit personnel may be used to augment the EOC as appropriate. This may include augmenting the Telecommunications Section, Public Information Team, or serving as a Liaison to local jurisdictions.
- d) The Washington Emergency Information Center (WEIC) is divided into two major functions - public and media information services. While these activities may be physically separated from the Operations Room of the EOC they will function in a complimentary and mutually supportive manner through use of liaison officers to the Operations Room to facilitate the exchange of information.
- e) The Public Information Phone Team Leader position will continue to

organize this effort before an event and will be Section Supervisor during actual operations. Staffing of the team will continue to be coordinated with other state agencies. The Team Leader is also responsible for training that must be provided to team members before the team can actually be placed into service. When this team is activated, it will be housed at Camp Murray, WA.

- f) Other Military Department staff and other agencies may be asked to provide staff for a variety of EMD functional positions in the EOC on a 24-hour basis. These staffers will receive functional position briefings and EOC sustainment training on their respective assignments. They will then be expected to participate in exercises or be called on for actual events.
- g) Ideally, individuals will be cross-trained within their functional areas as well as across functional lines. This will provide a more robust response capability and enhance the ability of individuals to understand all the elements of a fully functioning EOC. Therefore, individuals may be scheduled to fill a position outside their normal function during exercises/ training and actual events.

2. Executive Section

- a) Governor - The Governor, via the Crisis Management Team, provides overall direction and control for emergency actions to protect life and property under the scope of the CEMP and RCW 38.52.050.

Whenever an emergency occurs which requires a response by state government, the Governor's Crisis Management Team (CMT) may convene, in person or by phone, to assess the situation and oversee state agency actions. The Crisis Management Team will make recommendations to the Governor's Staff Director regarding additional actions, which should be considered.

The Crisis Management Team is comprised of, at a minimum:

- The Governor's Chief of Staff
- The Governor's Press Secretary
- The Adjutant General
- Director, Emergency Management Division

In addition to the members listed above, other Cabinet level members and state agency directors, as appropriate, will be represented on the CMT. Examples are: In emergencies where public health is a major concern, the Secretary of the Department of

Health should be included on the team. Should a major oil spill occur, the Director of the Department of Ecology should be included on the team.

b) EMD Director

- 1) Makes executive and policy decisions.
- 2) Notifies Governor and The Adjutant General, as appropriate and keeps them informed.
- 3) Coordinates with other state agency directors and Cabinet level members.
- 4) Coordinates with state and local elected officials.
- 5) Coordinates with FEMA Regional Director.
- 6) Coordinates with state directors from neighboring states and provinces.
- 7) Recommends emergency proclamation to Governor. (See Paragraph VI and Attachment 15).
- 8) Coordinates with WEIC Manager and state Public Information Officer (PIO).

c) Disaster Manager

- 1) Recommends executive and policy decisions to Crisis Management Team.
- 2) Implements executive and policy decisions through the EOC.
- 3) Directs Public Information activities.
- 4) Directs and controls EOC operations through the EOC supervisor.
- 5) Performs activities of the EMD Director in their absence.

3. Public Information Section

Governor's Press Secretary - The Governor's Press Secretary is the Lead State Emergency Public Information Officer. Emergency public information procedures and information are outlined in the Washington Emergency Information Center (WEIC) manual (see WEIC Procedures, PIO Office). The EMD Public Information Office will provide information support.

4. EOC Supervisory Section

The EOC Supervisor and Assistant Supervisor acts on behalf of the EMD Director and the designated Disaster Manager to manage the EOC. They will Provide overall direction and coordination to all EOC sections.

5. Administration Section

The Administration Section is responsible for comptroller services and all internal support to the EOC and EOC staff. This includes, but is not limited to, activation cost tracking, clerical support, staff assignment and scheduling, record/log maintenance, EOC security, facility maintenance, staff feeding, equipment, supplies, logistical support and other administration activities.

6. Logistics Section

The Logistics Section is responsible for locating, procuring, cataloging, and prioritized redistribution of resources. In coordination with planning and operations, tracks availability, distribution, redistribution and projected resource needs during the response phase as well ensuring the return of resources during the recovery/demobilization efforts.

7. Information, Analysis and Plans (IAP) Section

The IAP Section collects, compiles, evaluates and displays information to assess the overall impact and magnitude of an incident. They focus ahead of the current situation; anticipating and prioritizing projected needs and actions. This also includes the damage assessment function in the early stages of recovery efforts that collect intelligence information to facilitate analysis and forecasting.

8. Operations Section

The Operations Section is responsible for overarching coordination with federal, state and provincial agencies during activations of the EOC. The operations Section is responsible for processing all local government

requests for assistance and tasking of resources. In coordination with the Logistics Section, they track availability, distribution and redistribution of resources to include transportation arrangements and other mission accomplishment details. The Operations Section Supervisor is responsible for coordination and direction of state liaison personnel.

D. Shifts

The EOC, when activated, will operate round-the-clock utilizing 12-hour shifts. In as much as possible, personnel management policies contained in Washington State Merit System Rules (WAC 356 and approved division Collective Bargaining Agreements will be considered in establishing EOC shift staffing patterns. EOC shifts will generally run from 7:00 a.m. (0700) to 7:00 p.m. (1900) on a single day and 7:00 p.m. (1900) to 7:00 a.m. (0700) of the following day. New shifts must arrive promptly and remain after their shift starts for the shift change briefing. The outgoing "On Duty" EOC Supervisor will conduct the formal shift change briefings and each section will brief their relief.

The EOC will remain activated round-the-clock until the event has terminated and the Director, or designee for Emergency Management makes the decision to close the EOC and return to Phase I operations.

E. Staffing

RCW 38.52 and the state Comprehensive Emergency Management Plan (CEMP) mandates representation in the EOC during emergencies from other state agencies that have a hazard specific or ESF response and coordination role.

The Administration Section Supervisor is responsible for establishing a 24-hour staffing pattern in consultation with the EOC Supervisor, Disaster Manager and Unit Managers. Attachment 5 to this plan is the suggested staffing pattern chart format.